**Saving MS Word™ Master Minimum Equipment List (MMEL) Documents to Your Computer**

Some Flight Standards Information Management System (FSIMS) Public users cannot save MS Word™ MMEL documents to their computers because they cannot "see" a "Save" icon on their toolbar.  Whether or not someone can "see" a "Save" icon on the toolbar depends upon their computer's settings.
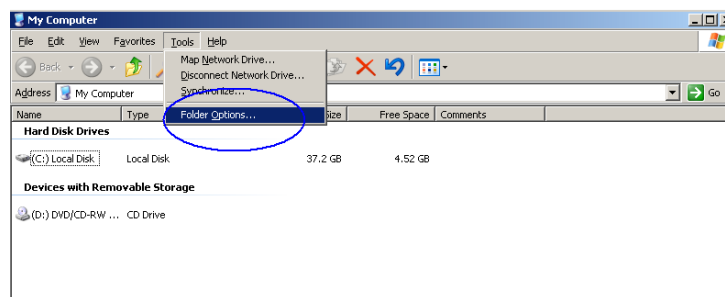
The following procedure provides a method for those users to save the MS Word™ MMEL version to their computer.
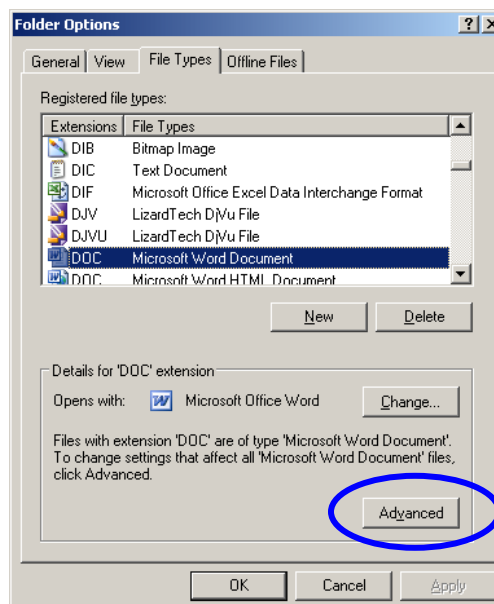
**Saving FSIMS MS Word™ Versions of MMELs**

1.  The following steps should allow those FSIMS Public users to save MS Word™ MMEL documents to their computers.

    Note:  The below instructions will not work for FAA Flight Standards Service employees because of the AVS Standard Image placed on FAA computers.
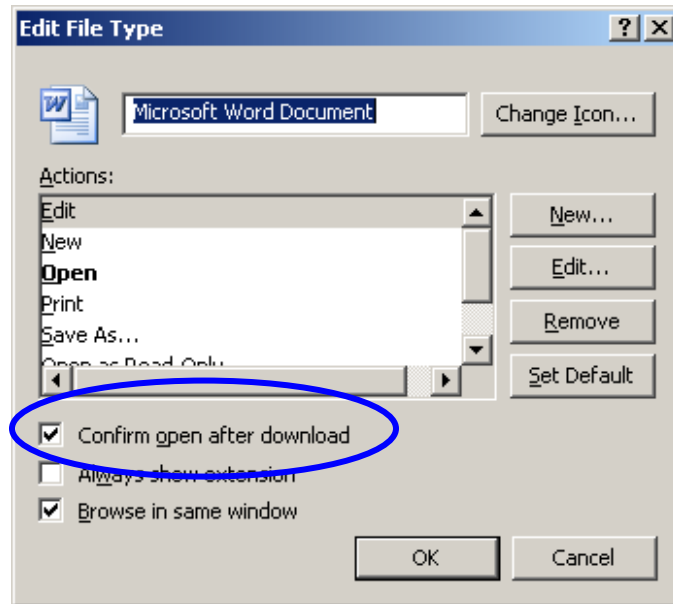
    Public users need to open on their toolbar **My Computer → Tools → Folder Options**, see below:



The **Folder Options** window will open, then select the **File Types** tab → scroll down to **Microsoft Word Document** (highlight) and click **Advanced**, see below:
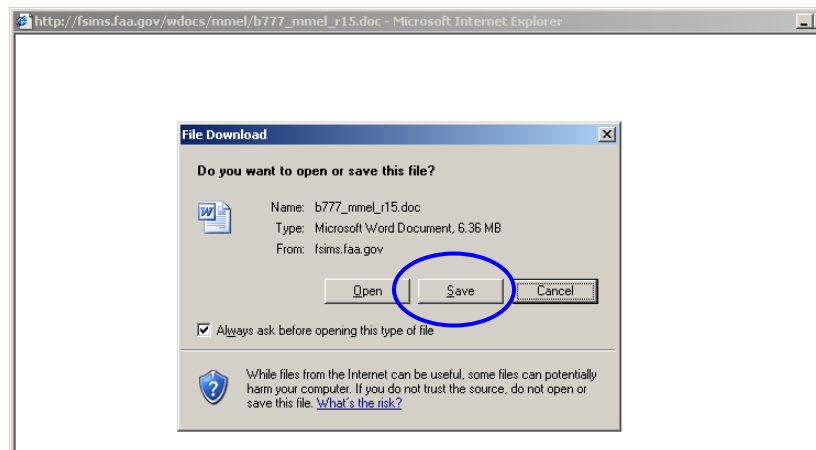
Check the **Confirm open after download** box, and then click **OK**



The next time that you open a MS Word™ MMEL document from the FSIMS public site you should get the following option to save the file:

Click **Save**



Save the MS Word™ MMEL document to your computer.

Note:  Because this configuration is a local computer setting, FSIMS can not guarantee it will work every time.